**YAM, Kwok Long (Matt)**

Address: Room C, 23 Floor, Wing Fai Garden, 29-35 Ting Kok Road, Tai Po, N.T.

Mobile: (852) 6573 0084 E-mail: yamklmatt@gmail.com

**Education**

**Sep 2015 – Dec 2016**

**Master of Science in Finance and Management**

University of Exeter, United Kingdom

Graduated with Merit

**Modules included:** Advanced Corporate Finance, Derivatives Pricing, Domestic and International Portfolio Management, Financial Instruments, Financial Modelling, Investment Analysis, Strategy

**Dissertation:** Investment Analysis Dissertation of Bayerische Motoren Werke Aktiengesellschaft (Distinction)

**Sep 2011 – Jul 2013**

**Bachelor of Business Administration (Honors) in Accounting**

Hang Seng Management College, Hong Kong

Second Class Honors Upper Division

**Sep 2008 – Jul 2011**

**Higher Diploma in Business Administration**

Hong Kong Institute of Vocational Education, Hong Kong

Graduated with Credit

**Sep 2003 – Jul 2008**

**Hong Kong Certificate of Education Examination**

Immanuel Lutheran College, Hong Kong

7 Passes

**Work Experience**

**August 2014 – July 2015**

**Tax Accountant – HLB Hodgson Impey Cheng Taxation Services Limited, Hong Kong**

* Preparation of Profits Tax and Salaries Tax computations and filing of tax returns for corporate and individual clients
* Provision of Profits Tax of Hong Kong and PRC’s clients
* Representing individual and corporate clients to deal with the Inland Revenue Department on tax investigation and field audit cases

**August 2013 – August 2014**

**Payroll Officer – KCS Hong Kong Limited, Hong Kong**

* Prepared and maintained payroll data
* Ensured Tax and Mandatory Provident Fund Compliance
* Participated in Rental Reimbursement Team
* Prepared for the Annual Employers’ Return

**May – June 2012**

**Audit Trainee (Summer Internship) – Golden Wins CPA Limited, Hong Kong**

* Assisted in auditing and taxation works
* Assisted in company secretarial duties
* Performed general office and administration works

**February – April 2012**

**Accounts Clerk – Yuantong Marine Service Co., Ltd. (Cosco Group), Hong Kong**

* Carried out routine accounting operation
* Performed filing and data entry processing
* Handled ad hoc assignments when necessary

**Qualification**

**December 2016 CFA Level I Candidate**

**Chartered Financial Analyst Institute**

**December 2014 Pass with Module D – Taxation**

**Hong Kong Institute of Certificated Public Accountant**

**December 2009 Level 3 Certificate in Accounting**

**London Chamber of Commerce and Industry**

* Pass with Distinction

**Scholarship**

**2012 – 2013 CTA Scholarship – The Taxation Institute of Hong Kong**

* Academic Excellence: Student with the best module score

**Activities and Achievements**

**2012 – 2013**  **Financial Secretary – Hang Seng Management College Music Society**

* Handled full set of accounts of the Society
* Prepared Financial report on daily transactions

**2011 QP Case Analysis Competition**

**Hong Kong Institute of Certified Public Accountants**

* Analyzed and evaluated a specific business situation
* Developed a business plan

**2011 Joint University Outstanding Marketing Award**

* Coordinated marketing plan

**2010 ACCA Hong Kong Business Competition**

* Coordinated research project
* Forecasted for the project budget

**Languages and Skills**

* Speaks fluent English, Cantonese and Mandarin
* Computer Skills: Bloomberg, Kingdee K3 ERP System, Microsoft Office (Word, Excel and PowerPoint)

**Referees**

* Ms. Kitty Yip  
  Director – Taxation Services  
  HLB Hodgson Impey Cheng Taxation Services Limited

Tel: (852) 2110 5282 E-mail: kitty.yip@hic.com.hk

* Dr. Betty Kwok

Associate Head and Assistant Professor – Department of Accountancy

Hang Seng Management College

Tel: (852) 3963 5430 E-mail: bettykwok@hsmc.edu.hk

**Availability:** Immediate